

ENTERPRISE NETWORK ENGINEER

DISTINGUISHING FEATURES

The fundamental reason the Enterprise Network Engineer classification exists is to oversee the daily administration and support of the City's Microsoft NT infrastructure. Work is performed under general supervision of the Enterprise Director.

ESSENTIAL FUNCTIONS

Ensures nightly back ups and performs file and program recovery for data integrity on the ATM network.

Monitors system for security of unauthorized activities.

Tracks servers for usage and growth of resources in memory and disk and processing.

Investigate and implement new tools to assist them and customers in their daily activities.

Assist in planning and implementing City-wide NT computing standards.

Assist customers in meeting their business needs through the application of technology.

Assists in NT based bid specifications of new equipment purchases.

Provides on-going support of system and specialized applications.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Windows NT operating systems, local area networks.

Research methods and techniques.

Information technology systems design and programming.

Design specification development.

Data communications security and privacy techniques.

Principles of business system analysis, including the analysis of procedures, equipment, and methods.

Forms design and report design.

I.S. processes, regulations, codes, ordinances and terminology.

Thorough working knowledge of MS Windows, UNIX, and TCP/IP network environments.

Ability to:

Evaluate and resolve customer problems and issues.

Analyze, interpret, and present research findings.

Analyze specifications and instructions to develop appropriate systems and programs.

Prepare design specifications.

Conceive a variety of solutions to functional problems and to reduce abstract ideas to easily understood procedures.

Understand database organization access and retrieval technique.

Establish and maintain effective working relationships with co-workers, supervisors, vendors, and users.

Education & Experience

Requires a degree in Computer Information Systems or a related field and four years experience with local area networks. Requires experience with NT operating systems through directory structures, tools and commands. MCSE certification is highly desirable. Strong customer service experience is critical to this position.

FLSA Status: Exempt

HR Ordinance Status: Unclassified